



<b>DUTY STATEMENT</b>	
<b>Classification:</b> Associate Safety Engineer	<b>Position Number:</b> 190-3929-XXX
<b>Division/Office/Section:</b> AFITSD/Admin Services Branch/Health & Safety	
<b>Location:</b> Sacramento	<b>Effective Date:</b> XX/01/2021
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Supervisor's Name:</b> Vince Paul	
<b>Collective Bargaining Identifier (CBID):</b> R9	

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

Under general direction of the Senior Safety Engineer in the Health and Safety Section, the incumbent will perform a broad range of duties to support and implement the Health and Safety Section. The incumbent will perform difficult industrial safety work through the recognition, evaluation, and control of workplace and environmental hazards. The incumbent shall work independently performing research and analysis, development of program recommendations and implementation of CalRecycle's health and safety programs and policies. This is a full journey level position and will be used as a safety expert and in a lead capacity. The incumbent will support the Department's Local Enforcement Agency (LEA) equipment loan program; environmental field site visits, remediation, and emergency clean-up activities with the collection, analysis, and evaluation of environmental monitoring data to determine and ensure occupational and public health and safety. Incumbent may assist in preparing and presenting technical training classes to CalRecycle staff as well as LEAs. All duties require knowledge of chemical and biological properties of solid waste, household hazardous waste, tires, electronic waste, used oil and recyclable materials and the effects these materials and/or wastes have on the environment and public health and safety.

During an active event, this position may require extended operations where vacation and leave time are not available to support actions/time reporting on Emergency Debris Recovery projects and actions as the Site Safety Officer. This position may be deployed 100% of the time on Emergency Debris Recovery projects and act as the Site Safety Officer.

Under the general direction of the Emergency Debris Recovery Incident Commander, the incumbent shall work in cooperation with the Department's disaster debris recovery assistance program, a critical and sensitive public health and environmental program of significant importance to the Department. As the Site Safety Officer, the incumbent will apply technical knowledge and experience of disaster recovery program laws, regulations, and policies, projects, and the applicable provisions of the Labor Code; policies and procedures relating to the operations of the CAL/OSHA program; methods and techniques used in safety inspections, accident prevention, consultation, training, and technical report writing associated with the construction, electrical, and industrial disciplines; methods of developing and presenting evidence in administrative and formal legal hearings.

#### **EMERGENCY DEBRIS RECOVERY ESSENTIAL FUNCTIONS**

- 100% Provide daily safety oversight to field operations on Emergency Debris Recovery projects as the Site Safety Officer. Monitor and evaluate site safety hazards and risks; advise field crews and other team members on deficiencies and propose alternatives to ensure field staff health and safety; investigate accidents, illnesses or injuries and make recommendations for corrective action; maintain records and report on identified safety hazards; and follow-up to ensure compliance with current construction and general industry safety orders. Develop and maintain the Site Safety and Health Plan. Review construction documents including IPPs, pre-work safety, community safety plans, health and safety plans for compliance with California Code of Regulations; provide input on safety plans for contracted personnel; recommend appropriate action or remedy with regard to safety deficiencies based on results from assessments; prepares correspondence, reports, and supporting documents. Conduct daily safety meetings with field teams.

## **ESSENTIAL FUNCTIONS**

- 25% Analyze safety related policies, rules, regulations, and laws that may impact worker safety and provide reports to management. Act as a consultant/advisor to management and staff on Cal/OSHA compliance, safety related issues, and provide verbal and written interpretations of safety orders associated with industrial, construction, engineering, and environmental field work. Provide guidance on departmental policy to both office and field staff to provide a safe and healthy work environment. Compile data, information, and reports to ensure the Department is in compliance with Cal/OSHA record keeping regulations. Analyze data, develop, and advise management on safety trends.
- 20% Provide technical and regulatory assistance: monitor construction work sites; ensure procedures are followed and personal protective equipment is used. Interpret and apply applicable Cal/OSHA, construction safety orders, applicable laws and appropriate department policies. Respond to emergencies; conduct investigations; maintain records. Attend meetings and provide health and safety technical expertise.
- 15% Identify, prepare, develop and present environmental health and safety training programs for staff in order to implement the Health and Safety Program. Training duties include presentations as classroom lecture, one-one training, and web/computer based.
- 10% Perform field activities and conduct real-time environmental monitoring (physical or instrumentation) in order to collect and record data to evaluate industrial, environmental and occupational exposure to ensure environmental public health and safety. May accompany field designated staff on site visits on an as needed basis.
- 10% Represent the department as a safety subject matter expert with other departments and agencies. Analyze proposed legislation or regulations to determine the impact to the Department's occupational health and safety program. Apprise management of potential impacts. Develop or revise policies, procedures, processes, and training to address new requirements.

## **MARGINAL FUNCTIONS**

- 10% Assist with contract management of statewide contracts that support instrumentation services to ensure environmental public health and safety. Duties include development of proposals, selection of contractors and managing of contracts.
- 5% Assist in the development, implementation, tracking and recordkeeping of CalRecycle's Health and Safety Programs. Such programs include medical surveillance, Health and Safety field refresher training, FA/CPR/AED, and other specialty training.
- 5% Act as lead or on behalf of the Senior Safety Engineer when they are out of the office.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	<b>Date:</b>
<b>Employee Signature:</b>	
I certify that the above accurately represent the duties of the position:	<b>Date:</b>
<b>Supervisor Signature:</b>	
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>	
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☒ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☐ Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

**ESSENTIAL FUNCTIONS OF POSITION**

- ☒ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☒ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☒ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☒ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☐ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☒ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☒ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☒ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☒ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☒ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☒ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

**EMPLOYEE CERTIFICATION**

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature \_\_\_\_\_

Date \_\_\_\_\_